



# Release Notes

**Federal Acquisition Service (FAS)**  
**Regional Business Application (RBA)**  
**Software Version 10.5.0**

*Prepared for Contractor Users by TechFlow, Inc.*

Version 1.0

September 24, 2010

## Table of Contents

<b>1</b>	<b>TASK REQUIREMENTS.....</b>	<b>3</b>
	TASK CLIENT .....	3
	INTRODUCTION.....	3
	PURPOSE .....	3
<b>2</b>	<b>UPDATES INCLUDED IN GWAC.....</b>	<b>4</b>
2.1	CHG44774 –ATTACHMENT FIELD ON CONTRACTOR VIEW OF SUPPORTING ORDER DATA FORM.....	4
2.2	CHG59493 – ESTIMATED ULTIMATE COMPLETION DATE FIELD.....	7
2.3	CHG59492 – CONTRACTOR ORDER CLOSED OUT NOTIFICATION FIELD .....	8
2.4	CHG59486 – EXCEL DATE FORMAT WHEN UPLOADING PURCHASE DATA.....	9
<b>3</b>	<b>FOLLOW-ON SUPPORT .....</b>	<b>9</b>
<b>4</b>	<b>APPENDIX – EMAIL MODIFICATIONS .....</b>	<b>10</b>
4.1	ORDER CLOSED OUT EMAIL .....	10

## List of Figures

FIGURE 1: SUPPORTING ORDER DATA SECTION (CONTRACTOR VIEW).....	4
FIGURE 2: SUPPORTING ORDER DATA W/ ADD/REMOVE BUTTON HIGHLIGHTED (CONTRACTOR VIEW).....	5
FIGURE 3: ATTACHMENTS SCREEN (CONTRACTOR VIEW) .....	6
FIGURE 4: ESTIMATED ULTIMATE COMPLETION DATE FIELD (CONTRACTOR VIEW).....	7
FIGURE 5: CLOSED OUT FIELD (CONTRACTOR VIEW) .....	8
FIGURE 6: CLOSED DATE FIELD .....	8
FIGURE 7: UPLOAD PURCHASE DATA FUNCTIONALITY (NO USER INTERFACE CHANGES).....	9

**TASK TITLE:** General Services Administration (GSA) Regional Business Application (RBA) Project  
**DOCUMENT TITLE:** Government-Wide Acquisition Contracts Management Module (GWAC MM) V10.5.0 Release Notes  
**VERSION NO:** 1.0  
**DATE:** 09 / 24 /2010

## 1 TASK REQUIREMENTS

### Task Client

General Services Administration (GSA)  
Federal Acquisition Service (FAS)  
Office of the Chief Information Officer  
2100 Crystal Drive, Rm 11052  
Arlington, VA 22202

### Introduction

The following Release Notes describe content to be delivered through enhancements to the GWAC Management Module software.

### Purpose

The main purpose for this release is to update functionality in the RBA to implement enhanced functionality to the GWAC MM which will be accomplished through the following Change Requests:

#### GWAC:

- CHG44774: Attachment Field On Contractor Section of Supporting Order Data Form
- CHG59493: Estimated Ultimate Completion Date Field
- CHG59492: Contractor Order Closed Out Notification Field
- CHG59486: Allow Excel Date Format When Uploading Purchase Data



Upon accessing a particular Supporting Order Data entry, contractors now have the ability to “view”-detailed Supporting Order Data information. Additionally, contractors are now able to add/remove attachments.

Supporting Order Data			
Order Number : Test Order			
Order Description : Cargo and Billing Software Support Services			
Contractor : George Contractor			
Contractor Company : Test Company			
Contract Number : GS09K99BHD0003			
Contract Family : FAS ANSWER GWAC			
Functional Area :			
Predominant Contract Type : Firm Fixed Price			
OCO : George OCO			
Period of Performance : 05/01/2008 - 07/31/2008			
Estimated Ultimate Completion Date :			
Active : No			
Initial Award Date : 04/27/2008			
Initial Obligated/Funded Amount : \$1100			
Total Obligated/Funded Amount : \$2,930,329.57			
Purchased Data Amount : \$500			
Closed Out : No			
Small Business Subcontracting Data			
Company Name	DUNS Number	Exempt?	Total Amount Subcontracted
No Small Business Subcontracting Data Found.			
Computed Total \$0.00			
Receiving Agency : ARMY (EXCEPT COE CIVIL PROGRAM FINANCE)			
Receiving Bureau : ARMY, DEPT. OF THE (EXCEPT CORPS OF ENGINEERS CIVIL PROGRAM FINANCING)			
Place of Performance			
Street Address 1 : 200 Stovall St.			
Street Address 2 :			
City : Alexandria			
State : Virginia			
Zip : 22332-5000			
Country : United States			
Total Estimated Value \$ : 2272320.61			
Issued using GSA assisted services : No			
Performance-based Contract : Yes			
Fair Opportunity properly conducted : Yes			
Number of Bids : 1			
Attachments :			
Please attach your Statement of Work (SOW), Statement of Objectives (SOO), or Performance Work Statement (PWS) here in addition to all other attachments.			
<a href="#">Add/Remove Attachments</a>			

**Figure 2: Supporting Order Data w/ Add/Remove Button Highlighted (Contractor View)**

By clicking on the “Add/Remove Attachments” Button (as displayed in figure 2), the contractor user will be routed to an attachment form where they will have the capability to upload up to 6 files at a time for the order.

Contractors are able to upload the following file types: excel, word document, adobe pdf, and plain text. Clicking the “Return to Form” button automatically uploads the specified attachments.

**ATTACHMENTS**

[Return To Form](#)

Please attach your applicable requirements documentation. You may upload one or more documents of the following document types: Microsoft Word (doc), Microsoft Excel (xls), Converted Adobe (pdf), Plain Text (txt), etc.

**Order #:** TEST ORDER

**Attachment #1:**  [Browse...](#)

**Description:**

**Attachment #2:**  [Browse...](#)

**Description:**

**Attachment #3:**  [Browse...](#)

**Description:**

**Attachment #4:**  [Browse...](#)

**Description:**

**Attachment #5:**  [Browse...](#)

**Description:**

**Attachment #6:**  [Browse...](#)

**Description:**

**PLEASE NOTE:** If uploading a file with the same filename that is already attached, we recommend that you change the name of the new file by adding a version number and then attaching it. Make sure to omit special characters in your file names (underscores, dashes, #, @, etc.) as other users may have trouble downloading your file.

**Mark attachments for deletion**

Delete?	View File	File Name	Description
<input checked="" type="checkbox"/>		test.txt	

[Return To Form](#)

**Figure 3: Attachments Screen (Contractor View)**

A delete check box has been provided on each uploaded attachment to allow contractor users the ability to remove attachments that have been added either by themselves or by other contractors having access to the same order.

This action can be performed by selecting the delete check box for a given attachment and clicking on the “Return to Form” button. Contractors will only be displayed attachments they are allowed to remove, therefore prohibiting them from removing attachments added by OCOs or PCOs.

## 2.2 CHG59493 – Estimated Ultimate Completion Date Field

This change enables contractors to populate a new “Estimated Ultimate Completion Date” field on GWAC orders. This field is located on the Order Data form between the “Period of Performance” and “Award Date” fields. This field can also be viewed on the order’s Supporting Order Data form.

**Order Data**

This information pertains to an awarded task order as reported by the Prime GWAC Industry Partner Awardee.

Order Number: TEST ORDER

Order Description: Cargo and Billing Software Support Services

Contractor Company: TEST COMPANY

Contract Number: TEST

Contract Family: FAS ANSWER GWAC

Functional Area: No Functional Area

Predominant Contract Type: Firm Fixed Price

OCO Name: GEORGE OCO

Period of Performance: 05/01/2006 07/31/2008

**Estimated Ultimate Completion Date:**

Award Date: 04/27/2006

Initial Obligated/Funded Amount: \$956302.61

Closed Out? ☐ Yes

**Figure 4: Estimated Ultimate Completion Date Field (Contractor View)**

This date field can only be populated when the order is in edit mode, and can be manually entered by the user (in MM/DD/YYYY format), or populated via the calendar date picker located to the right of the field

The “Estimated Ultimate Completion Date” field is a required field and must be populated to save either an existing or new order.

### 2.3 CHG59492 – Contractor Order Closed Out Notification Field

This change provides contractors with the ability to populate a new “Closed Out” field on GWAC orders. The “Closed Out” field is located on the Order Data form after the “Initial Obligated/Funded Amount” field. This field can also be viewed on the order’s Supporting Order Data form.

**Order Data**

This information pertains to an awarded task order as reported by the Prime GWAC Industry Partner Awardee.

Order Number: TEST ORDER

Order Description: Cargo and Billing Software Support Services

Contractor Company: TEST COMPANY

Contract Number: 100

Contract Family: FASANSWERGWAC

Functional Area: No Functional Area

Predominant Contract Type: Firm Fixed Price

OCO Name: GEORGE OCO

Period of Performance: 05/01/2006 07/31/2008

Estimated Ultimate Completion Date:

Award Date: 04/27/2006

Initial Obligated/Funded Amount: \$95,6302.61

Closed Out? ☐ Yes

Figure 5: Closed Out Field (Contractor View)

The “Closed Out” field allows contractors to indicate whether an order has been completed. It also allows contractors to specify when the order was completed.

Closed Out? ☒ Yes

Closed Out Date:

Figure 6: Closed Date Field

The “Closed Out Date” field will become mandatory upon checking “Yes” in the “Closed Out” check box.

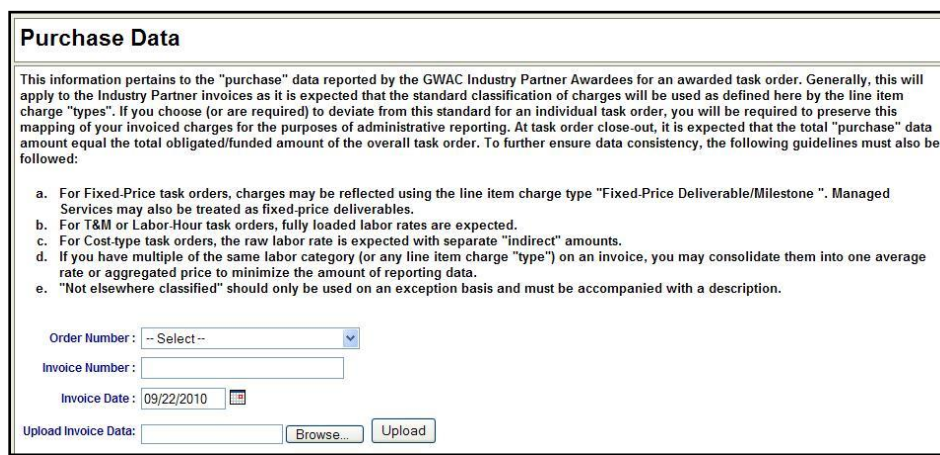
Contractor users will not have the ability to save a closed out order if a corresponding “Closed Out Date” has not been set.



The order's associated PCO(s), based on the orders Contract Family, will receive an automated email when the order's "Closed Out" status has been changed. The textual representation for this email is provided in the Appendix for email modifications.

## 2.4 CHG59486 – Excel Date Format When Uploading Purchase Data

This change enables contractors the ability to upload purchase data with excel-formatted dates. Previously, the system disallowed excel-files that contained dates in an excel format.



**Purchase Data**

This information pertains to the "purchase" data reported by the GWAC Industry Partner Awardees for an awarded task order. Generally, this will apply to the Industry Partner invoices as it is expected that the standard classification of charges will be used as defined here by the line item charge "types". If you choose (or are required) to deviate from this standard for an individual task order, you will be required to preserve this mapping of your invoiced charges for the purposes of administrative reporting. At task order close-out, it is expected that the total "purchase" data amount equal the total obligated/funded amount of the overall task order. To further ensure data consistency, the following guidelines must also be followed:

- For Fixed-Price task orders, charges may be reflected using the line item charge type "Fixed-Price Deliverable/Milestone ". Managed Services may also be treated as fixed-price deliverables.
- For T&M or Labor-Hour task orders, fully loaded labor rates are expected.
- For Cost-type task orders, the raw labor rate is expected with separate "indirect" amounts.
- If you have multiple of the same labor category (or any line item charge "type") on an invoice, you may consolidate them into one average rate or aggregated price to minimize the amount of reporting data.
- "Not elsewhere classified" should only be used on an exception basis and must be accompanied with a description.

Order Number: -- Select --

Invoice Number:

Invoice Date: 09/22/2010

Upload Invoice Data: Browse... Upload

**Figure 7: Upload Purchase Data Functionality (No User Interface Changes)**

The following excel date formats are now accepted.

- January 1, 2010
- 1/1/2010
- Friday, January 01, 2010
- 1/1/10
- 01/01/10
- 01-01-2010
- 1-Jan-10
- 01-Jan-10
- 1/1/10 12:00 AM
- 1/1/10 0:00
- 01-Jan-2010

## 3 FOLLOW-ON SUPPORT

If assistance is needed with the GWAC MM, users are encouraged to call 1 (877) 243-2889, option 1.

## **4 APPENDIX – EMAIL MODIFICATIONS**

### **4.1 Order Closed Out Email**

Subject: FYI: Closed Date Change for task order xxxxx

This e-mail is to notify the GSA Office of GWAC Programs that XYZ Company has changed the Closed Date for task order xxxxx awarded against the FAS Alliant GWAC from \_\_\_\_\_ to \_\_\_\_\_.